Step 1 - Click Login in Upper Right

Step 2 - Click Single Sign-On

Step 3 - Takes you to UA Sign In (Use your UA login)
Step 4 - Select Product (Item)

Step 5 - Business Card for Example—Name the Job and Fill out Required Fields

Step 6 - You will get a preview screen, if OK hit Add to Cart and then Approve will pop-up
Click Agree and then go to Check-Out
Step 7 - Proceed to Checkout

Step 8 - Click Delivery Method (Deliver for example)  Fill out required fields

Step 9 - Pick Payment Method - If using Department Account Code

Please fill out 6 digit Number

*Account Number without dash*